

RECORDS REPORT SYSTEM

Report of Statistical Information

Required by the UIPA, Section 92F-18(b)(12)

Please complete and send this form to the Office of Information Practices by State messenger (or fax to 586-1412) at the end of the current fiscal year.

Please check one:

☐ We have already added the lawsuit information below to the RRS for our department.

☐ We request that the OIP add the lawsuit information to the RRS.

Department: _____

RRS Dept. Coordinator: _____ **Date:** _____

1. LAWSUIT INFORMATION:

Fiscal year	Number of UIPA lawsuits initiated against the agency	Number of UIPA lawsuits in which access was granted
1995		
1996		
1997		
1998		
1999		
2000		
2001		
2002		
2003		
2004		
2005		

2. WRITTEN REQUESTS FOR ACCESS

Section 92F-18(b)(12) also requires each agency to report “The number of **written requests** for access within the preceding year” and “the **number denied**.” Each department should collect these **department totals** for **fiscal year 2005** and report them to the OIP. Agencies may use the form “Log of Written Requests for Access to Agency Records” to track requests and denials during the year.

Fiscal year	Number of written requests for access to agency records	Request granted	Request denied in its entirety	Request denied in part	Unable to respond to request
2005					